

DEPARTMENT OF MENTAL HEALTH & ADDICTION SERVICES
PRINCIPAL HUMAN RESOURCES SPECIALIST
Loss Prevention Unit

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list or lateral transfers

Location: 460 Silver Street, Middletown, CT 06457

Job Posting No: OC23503

Hours: Monday - Friday, 8:00 am - 4:30 pm, 40 hours a week

Salary: \$77,923.00 - \$ 106,240.00

Closing Date: February 11, 2014

Eligibility Requirement: Candidates must have applied for and passed the Principal Human Resources Specialist exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Duties: This position will serve as a working supervisor with accountability, oversight and supervisory responsibility of Human Resources professionals. DMHAS has recently combined the Core, FMLA and new credentialing units under one supervisor. This position will provide customer service to local human resources professionals; resolve issues and ensure Core-CT transactions are processed in an accurate and timely manner; ensure FMLA benefits are approved and granted or denied in a timely fashion and coordinated concurrently with Workers' Compensation; work collaboratively with outside agencies including Federal DOL ; triage all incoming transactions and distribute work accordingly; work with facility based Human Resources staff to reinforce the necessity for accurate data submission and track common errors and recommend opportunities for improvement.

Knowledge Skills and Abilities: A strong ability to analyze policy, contract language, statutes and regulations to advise staff on correct CORE processing in adherence to HR business rules, ability to evaluate workflow processes and redesign workflow for maximum efficiency, strong supervisory and mentoring capacity, desire to cultivate an atmosphere of customer service, proven ability to establish relationships with cross functional teams and to lead project teams.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

Human Resources
410 Capitol Avenue, Hartford, Ct 06106
FAX: (860) 418-6697
Maria.D.DeJesus@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.